REPROGRAPHY

Reprographic services were rendered to various Indian and Foreign institutions and individuals. The following figures show the output of the major items of work attended to:-

1.	Microfilm	2,63,974 exposures
2.	Positive Microfilm	5,022 metres
3.	Enlargements	2,452 copies
4.	Reflex copies	43
5.	Xerox copies	7,767
6.	Servicing	1,797 rolls
7.	Special copying	288 exposures

TRAINING IN ARCHIVES-KEEPING

Diploma Course in Archives Keeping: During the period under review 13 trainees for One Year Diploma Course in Archives Keeping completed their training successfully. A new batch of 14 trainees for the year 1975-76 session was admitted.

Short Term Training: Under the Certificate Course of Training Schemes of Record Management and Repair of Records for the nominees of the Government and Semi-Government agencies, one session of the Record Management Course of 8 weeks' duration and 2 sessions of the Repair of Records course of 6 weeks' duration were held, in which 10 and 20 candidates participated respectively. In addition special training facilities in reprography and preservation were provided to the nominees of the Geological Survey of India, Calcutta and Visva-Bharati, Santiniketan.